

SERIAL 00038 -X

BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES:

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MAY 31, 2004

~~MAY 31, 2003~~

CONTRACT PERIOD THROUGH MAY 31, 2002

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **BUILDING MAINTENANCE, INSTALLATION AND REPAIR SERVICES :
GLASS REPLACEMENT [AKA GLASS WINDOW/DOOR SUPPLIES &
INSTALLATION]**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **May 11, 2000**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

WP/cl
Attach

Copy to: Clerk of the Board
Valerie Chavez, Facilities Management
Sharon Tohtsoni, Materials Management

(Please remove Serial 95054-X from your contract notebooks)

GLASS WINDOW/DOOR SUPPLIES & INSTALLATION

1.0 INTENT:

The intent of this Invitation for Bids is to establish a contract for full service glass replacement for items such as, but not limited to: plate glass for commercial and residential buildings, tabletop glass, storefront glass, passageway door glass, shower door glass, mirrors, glass supplies and materials. The County reserves the right to purchase the glass products without installation.

Glass products excluded are : automobile and truck window glass

Also included are blanket discounts for related supplies as covered by current pricing documents. Amendments, supplements and/or revisions will be effective upon receipt and approval of notice to the Department of Materials Management.

2.0 TECHNICAL SPECIFICATIONS:

2.1 Contractor shall supply service to the County between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday, excluding County Holidays, **(These are considered REGULAR hours)**. All services requested outside of these times shall be considered AFTER hours. Service shall be made available to the County 24 hours per day, 365 days a year. There will be a separate line item price in ATTACHMENT A, PRICING, to compensate the contractor for after hour service calls.

2.2 This contract may be used by all County departments. This to include commercial buildings, residential dwellings, and detention facilities. Service sites are scattered through the County (i.e., Avondale, Tolleson, Peoria, Surprise, Buckeye, Mesa, Guadalupe, Apache Junction, Chandler, etc.

2.3 Installation is to be made within twenty-four (24) hours after notification of the necessary repairs. Emergency situations may occur requiring replacement and installation after hours. **In these situations (Emergency), response time on-site shall then be four (4) hours or less. All Tempered Safety Glass shall be installed within 5 to 7 days, or sooner when possible, after notification of necessary repairs.**

These time requirements shall be monitored by the County departments and if documentation of three or more failures to keep response times accrue, the matter shall be turned over to the Materials Management Department and a determination made for default of contract.

2.4 The materials called for herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County.

2.5 Glass sold to the County is **not subject to Federal Excise Tax**, and the bidder shall therefore file the proper forms for tax refunds.

2.6 The County may purchase glass products, less labor charges, from the Contractor for the purposes of having in-house staff provide the labor. This will require the County to pickup the product at the contractor's business.

2.7 Damaged glass shall be removed from entire glass frame by the Contractor and disposed of in exterior building trash containers. Frame shall be cleaned of all old debris prior to replacement.

2.8 Contractor shall ensure replacement/repairs of any glass window/door shall be free of water leaks using proper glazing sealants, adhesives, and other standard methods of weatherproofing. Repairs shall be guaranteed to not leak for 1 full year from the date of County acceptance of the repair.

2.9 BOARDING-UP:

From time to time, the Contractor shall be required to "board-up" a facility due to broken glass and/or when replacement glass can not be obtained immediately. Due to security issues, the County shall require the Contractor to provide this service immediately. This shall be billed at the prevailing labor rate as bid, plus fair and reasonable cost for supplies (i.e., plywood, screws, etc.).

2.10 MULTI-STORY BUILDINGS:

Some of the buildings owned by the County are more than two stories high. This will require special equipment such as swing stages, scaffolding, man-lifts, etc. If this equipment is rented by the Contractor, the cost of the rental shall be presented to the County without a mark-up. **A copy of the rental bill is be attached to the Contractor's invoice, otherwise payment will be withheld.**

2.11 CONTRACTOR'S RESPONSIBILITIES:

- 2.11.1 The Contractor must guarantee his product against any defect in workmanship or materials. Failure to comply with this requirement shall result in immediate return of the merchandise or a return service call at the expense of the awarded contractor for prompt replacement with merchandise meeting the standards listed herein. Should the Contractor not meet this condition, the County shall obtain its requirements on the open market and the Contractor shall be obligated to assume excess costs.
- 2.11.2 Contractor must possess a State of Arizona #L-65 commercial glazing license for assembly, installation, and replacement of glass products. **Proof of licensure must accompany bid package.** The awarded Contractor shall maintain its license for the duration of this agreement.
- 2.11.3 In the event the work performance of the Contractor is not satisfactory, the Contractor will be notified and given six (6) hours to remedy the defective work. **Labor for all jobs requiring any rework shall be at no cost to the County.** If the Contractor fails to meet this requirement, the County reserves the right to obtain glass repair services from another source and deduct the cost from any monies due the contractor.
- 2.11.4 Contractor shall supply all labor, supervision, materials, tools, equipment, and all effort necessary to perform the requirements of this Contract except for those occasions in which the County provides the necessary labor.
- 2.11.5 **A Maricopa County Sheriff's Office background check shall be required for all employees of the awarded Contractor's staff providing direct services to the County.** This requirement is necessary due to the need to access areas within the County such as detention facilities, court buildings, and various other restricted areas. No cost for this requirement is expected to be incurred by the awarded Contractor.
- 2.11.6 Contractor shall complete all work, to the satisfaction of the requesting agency, which includes the clean up and removal of all waste generated in the performance of any repairs.

2.12 INVOICING:

All invoicing for time and materials work must contain: Purchase order number; Terms as bid; Contract serial number; Job site name and address; Description of work performed; Itemized materials list description; Price of materials (See ** below); Total labor hours; Labor charges as bid (See * below); Applicable sales tax on materials only; Grand total of invoice.

*T&M labor must delineate which labor rate is billed: *Regular* service labor or *After* hours service labor.

**Glass sold to the County must be priced by the square foot.

INVOICING THAT DOES NOT HAVE ALL THE REQUIRED INFORMATION AS LISTED ABOVE, WILL BE SENT BACK FOR CORRECTIONS, DELAYING PAYMENT TO THE CONTRACTOR.

2.13 TAX:

Taxes shall be imposed on glass products, materials, and supplies purchased by the County. No tax shall be levied against labor. Labor pricing to include all labor, overhead, tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the bidder to determine any and all taxes and include the same in labor bid price.

3.0 SPECIAL TERMS & CONDITIONS:

3.1 CONTRACT LENGTH:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a two (2) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 INDEMNIFICATION AND INSURANCE

3.3.1 INDEMNIFICATION

To the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify, and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes, the **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, the **CONTRACTOR** shall defend, indemnify and hold harmless the **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, and the **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of the **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including the **COUNTY**.

The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of the **COUNTY**.

3.3.2 INSURANCE REQUIREMENTS

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance with companies duly licensed, possessing a current A.M. Best, Inc. Rating of B++6, or approved unlicensed companies in the State of Arizona with policies and forms satisfactory to the **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of the **COUNTY**, constitute a material breach of this Contract.

The **CONTRACTOR'S** insurance shall be primary insurance as respects the **COUNTY**, and any insurance or self-insurance maintained by the **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the **COUNTY**.

The insurance policies may provide coverage which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the **COUNTY** under such policies. The **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and the **COUNTY**, at its option, may require the **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

The **COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. The **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of the **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name the **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against the **COUNTY**, its agents, representatives, officers, directors, officials and employees.

- 3.3.3 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The Commercial General Liability additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form B, CG 20101185, and shall include coverage for **CONTRACTOR'S** operations and products and completed operations.

If the **CONTRACTOR** subcontracts any part of the work, services or operations awarded to the **CONTRACTOR**, he shall purchase and maintain, at all times during prosecution of the work, services or operations under this Contract, an Owner's and **CONTRACTOR'S** Protective Liability insurance policy for bodily injury and property damage, including death, which may arise in the prosecution of the **CONTRACTOR'S** work, service or operations under this Contract. Coverage shall be on an occurrence basis with a limit not less than \$1,000,000 per occurrence, and the policy shall be issued by the same insurance company that issues the **CONTRACTOR'S** Commercial General Liability insurance.

3.3.4 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability insurance with an individual single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (whether owned, hired, non-owned), assigned to or used in the performance of this Contract.

3.3.5 Workers' Compensation. The **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$1,000,000 for each accident, \$1,000,000 disease for each employee, and \$1,000,000 disease policy limit.

In case any work is subcontracted, the **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of the **CONTRACTOR**.

3.4 CERTIFICATES OF INSURANCE

Prior to commencing work or services under this Contract, **CONTRACTOR** shall furnish the **COUNTY** with Certificates of Insurance, or formal endorsements as required by the Contract, issued by **CONTRACTOR'S** insurer(s), as evidence that policies providing the required coverages, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to the **COUNTY** fifteen (15) days prior to the expiration date. **CERTIFICATES RECEIVED WITHOUT THE CONTRACT NUMBER ON THEM WILL BE RETURNED AND THE CONTRACTOR CHARGED A \$25.00 ADMINISTRATIVE FEE.**

3.5 CANCELLATION AND EXPIRATION NOTICE

Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the **COUNTY**.

3.6 PERFORMANCE BOND:

The successful Bidder will be required to furnish a Performance Bond in the amount of \$50,000 **within 10 days from receipt of notification of award.** Date of U.S. postmark will be accepted as date of delivery of Performance Bond. Contractors are required to tender this bond on a document approved by the Arizona Department of Insurance. Contractors failing to supply a Performance Bond as required will forfeit his right to the contract. A cashier's check, certified commercial check, irrevocable letter of credit or certificate of deposit, will be accepted in lieu of bond. **Performance Bonds are to be identified with Bid Serial Number, title and return address.**

3.7 FAILURE TO EXECUTE:

Upon failure of the successful Bidder to execute the contract, the bid security shall be forfeited to the County, not as a penalty but as liquidated damages.

3.8 TERMS AND PAYMENT:

Payment under contract will be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: contract /bid serial number, address of repair, name of County employee requesting repair, purchase order number, item numbers, description of supplies and or/services, sizes, quantities, unit prices and extended totals and applicable sales/use tax. Each invoice/work order **MUST** be signed by the appropriate/authorized County personnel from each department before payment will be made. The County is not subject to excise tax.

3.9 DELIVERY:

Delivery is required F.O.B. Destination, freight pre-paid within the time frames allotted for “Normal” and/or “Emergency” repairs to any location within Maricopa County. **Bidder(s) shall clearly indicate on Pricing Documentation (Attachment A) any additional freight or handling charges associated with special service calls, shipping, handling or delivery.**

3.10 EXPEDITED DELIVERY:

In the event the County (Using Agency) determines that the delivery as stated in this Contract, is not acceptable on an “exception” basis, the Using Agency shall contact the successful Bidder to determine any additional costs associated with a specific delivery. The Contractor shall respond to the specific Using Agency via FAX or other acceptable documentation, stating the additional costs associated with this request.

The Using Agency shall not advise the Contractor to proceed with the specific shipment until the appropriate documentation is received. Upon determining that the additional costs are reasonable and proper, the Using Agency shall advise the Contractor to proceed.

Upon receipt of material and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed those costs stated in the documentation offered by the Contractor. The Using Agency shall retain all documents related to these costs within the agency P.O. file, for audit purposes.

3.11 SHIPPING:

Bid prices shall be made F.O.B. destination to the Using Agency or Department within Maricopa County. The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

3.12 STOCK:

The successful Contractor shall be expected to stock locally sufficient quantities as may be necessary to meet the County's needs.

3.13 SHIPPING DOCUMENTS:

A packing list or other suitable shipping document shall accompany each shipment and shall show the (1) name and address of the Contractor, (2) name and address of the County Agency, (3) County purchase order number, (4) description of material shipped, including item number, quantity, number of containers and package number, if applicable.

3.14 INSTALLATION:

The successful Contractor's price shall include delivery and installation.

3.15 ACCEPTANCE:

Upon successful completion of the performance period, the installation shall be deemed accepted and the warranty period begins. All documentation shall be completed prior to final acceptance.

3.16 WARRANTY:

The minimum warranty period shall be twelve (12) months' parts and labor. Warranty replacement shall be done at no additional charge of any nature to Maricopa County. The effective date on all warranties shall commence upon date of acceptance.

3.17 TESTING:

Unless otherwise specified, materials and equipment purchased will be inspected by the receiving activity as to meeting the quality and quantity requirements of the contract. When deemed necessary, samples of supplies or materials will be taken at random from stock received for submission to a commercial laboratory or other appropriate agency, for analysis and test as to whether the material conforms in all respects to the specifications. In cases where commercial laboratory reports indicate that the materials do not meet the specifications, the expense of such analysis is to be borne by the Contractor.

3.18 WAREHOUSE/DISTRIBUTION CENTER:

Contractors shall have access to a local warehouse/distribution center within the Phoenix metropolitan area capable of providing the goods and/or services listed herein at the time of bid submission. Maricopa County reserves the right to inspect such warehouse/distribution center(s) to assure compliance with terms and conditions of this Invitation for Bids.

3.19 PRODUCT DISCONTINUANCE:

In the event that a product and/or model is discontinued by the manufacturer, the County at its sole discretion may allow the Contractor to provide a substitute for the discontinued item. The Contractor shall request permission to substitute a new product or model and provide the following:

- 3.19.1 Documentation from the manufacturer that the product or model has been discontinued.
- 3.19.2 Documentation that names the replacement product or model.
- 3.19.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all specifications required by the original Invitation for Bid.
- 3.19.4 Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model.
- 3.19.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Product discontinuance applies only to those items specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

3.20 ORDERING AUTHORITY:

Contractors should understand that any request for purchase of materials or services shall be accompanied by a valid Purchase Order, issued by Materials Management, or by a CAPA (Certified Agency Procurement Aid). **CAPA purchases are limited to values of less than \$1,000.00. No other request is valid.**

3.21 FACTORY AUTHORIZED SERVICE AVAILABILITY:

The successful Contractor shall have and maintain a local factory authorized service station within the Phoenix metropolitan area. The station shall be capable of supplying and installing component parts, and troubleshooting, repairing and maintaining the equipment. Minimum service hours shall be from 8:00 A.M. to 5:00 P.M., Monday through Friday.

3.22 COMPLIANCE WITH SPECIFICATIONS:

The fact that a manufacturer chooses not to produce equipment or materials to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. Bidder/Proposer shall be required to offer equipment or materials, which meet the specifications, or is of equal or greater quality and functionality. Where equipment or materials are offered that are not identical to these contained in the specifications, but are believed to be of equal or greater quality and functionality, the bidder/proposer shall be required to note such deviation, detail why, in their opinion, the equipment or material is of equal or greater quality and functionality in terms of performance and reliability. Maricopa County shall be the final decision-maker as to whether the deviation is material and is of equal or greater quality and functionality. Maricopa County retains the sole discretion to waive deviation may be grounds for rejection of the entire bid.

3.23 TECHNICAL AND DESCRIPTIVE LITERATURE:

Bidders must include complete manufacturer's technical and descriptive literature regarding the material they propose to provide. Literature shall be sufficient in detail in order to allow full and fair evaluation of the offer submitted. Failure to include this information may result in the bid being rejected.

3.24 USAGE REPORT:

As requested, the Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

3.25 ADDITIONAL PRICING:

Bidders are strongly encouraged to offer additional pricing for related items/products/components that are not specifically addressed as line items in this Invitation for Bids. Pricing offered should be noted on the pricing pages of the Bidder response in the format requested. Five (5) sets of catalogs/pricing documents shall accompany any additional pricing offered.

3.26 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MC Procurement Card **or other procurement card that may be used by the County from time to time**, to place and make payment for orders under this Contract. Bidders without this capability **may** be considered non-responsive and not eligible for award consideration.

3.27 PROMPT PAYMENT DISCOUNT:

Maricopa County, through its "Purchase Card Process" has initiated changes **that are** intended to both improve and expedite the purchasing and payment process. In light of **these** efforts, Bidders are strongly encouraged to offer Maricopa County prompt payment discounts for this service and **take into consideration receipt of payment with seventy-two (72) hours from time of payment processing**. **Discounts offered** will be considered in the evaluation **price analysis process**.

Purchase Card Clarification.

Maricopa County's Bank of America Purchase Card program is based on the MasterCard charge card. There is no charge from Maricopa County for the program, any costs or charges to the vendor or contractor will be based on the transaction dollar amount and is from the Vendors/contractors servicing Bank. The vendor/contractor should contact their bank to arrange for the acceptance and information concerning any charges to use this program.

The advantages of accepting the purchase card for payment are as follows.

1. The bank pays the vendor/contractor in 48 to 72 hours versus 30 days from Maricopa County.
2. The vendor/contractor does not have to invoice Maricopa County.
3. The vendor/contractor does not have to carry that transaction in their account receivable.

Maricopa County offers this opportunity only to vendors/contractors that are not 1099 reportable to the Internal Revenue Service. Maricopa County will be asking those vendors/contractors that are offered this opportunity to give the County a prompt payment discount.

3.28 BIDDER REVIEW OF DOCUMENTS:

Bidder shall review their bid submission to assure the following documents are properly completed.

- 3.28.1 One (1) original and one (1) copy of all submissions is **MANDATORY**
- 3.28.2 Pricing pages, **MANDATORY**
- 3.28.3 Vendor Information, **MANDATORY**
- 3.28.4 Agreement page, **MANDATORY**
- 3.28.5 References, **MANDATORY**
- 3.28.6 Proof of Licensure, **MADATORY**

3.29 INQUIRIES:

All inquiries concerning information contained herein shall be directed to:

Procurement Officer: Corry Slama
Department Of Materials Management
Telephone: (602) 506-3243

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

4.0 CONTRACT TERMS AND CONDITIONS:

4.1 LANGUAGE FOR REQUIREMENTS CONTRACTS:

Contractors signify their understanding and agreement by signing this document, that the contract resulting from this Solicitation will be a requirements contract. However, this Contract does not guarantee that any purchases will be made.

It only indicates that if purchases are made for the services contained in this Contract, that they will be purchased from the Contractor awarded that item. Orders will only be placed when a need is identified by a Using Agency or department and proper authorization and documentation have been approved.

4.2 ESCALATION:

Any requests for price adjustments must be submitted thirty (30) days prior to the contract renewal date. Justification for the requested adjustment in cost of labor and/or materials must be accompanied by appropriate documentation. Escalation shall not exceed the increase in the U.S. Department of Labor (Bureau of Labor Statistics) Consumer Price Index for Urban Consumers. Increases shall be approved in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

4.3 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

4.4 TERMINATION FOR DEFAULT:

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after it is deemed by the County, that the Contractor has failed to remedy the problem after being forewarned.

4.5 TERMINATION BY THE COUNTY:

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate this Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor fifteen (15) calendar days written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

4.6 APPROPRIATION CONTINGENCY:

The Contractor recognized that any agreement entered into shall commence upon the day first provided and continued in full force and effect until termination in accordance with its provisions. The Contractor and the County herein recognize the continuation of any contract after the close of any given fiscal year of the County which fiscal years end on June 30 of each year, shall be subject to the approval of the budget of the County providing for or covering such contract item as an expenditure therein. The County does not represent that said budget item will be

actually adopted, said determination being the determination of the County Board of Supervisors at the time of the adoption of the budget.

4.7 ORGANIZATION - EMPLOYMENT DISCLAIMER:

The contract is not intended to constitute, create, give rise to or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind, and the rights and obligations of the parties shall be only those expressly set forth in the contract.

The parties agree that no persons supplied by the Contractor(s) in the performance of obligations under the contract are considered to be County employees, and that no rights of County civil service, retirement or personnel rules accrue to such persons. The Contractor(s) shall have total responsibility for all salaries, wages, bonuses, retirement withholdings, workmen's compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons, and shall save and hold the County harmless with respect thereto.

4.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the Contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S. § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the Contract arising as the result of the Contract.

4.9 OFFSET FOR DAMAGES:

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this Contract.

4.10 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services to this Contract. Should a requirement be deleted, payment to the Contractor will be reduced proportionally, to the amount of service reduced in accordance with the bid price. Should additional products and/or services be required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.11 ASSIGNMENT OR SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

4.12 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.13 CONFORMATION WITH THE LAW:

This service shall be accomplished in conformity with the laws, ordinances, rules, regulations and zoning restrictions of the United States of America, the State of Arizona, County of Maricopa, and the City of Phoenix.

4.14 CONTRACT COMPLIANCE MONITORING:

The Materials Management Department and Using Agency(s) shall monitor the Contractors compliance with, and performance under, the terms and conditions of the Contract. The Contractor shall make available for inspection and/or copying by the County all records and accounts relating to the work performed or the services provided in this Contract.

4.15 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The Department, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of any and all said materials.

4.16 ADEQUACY OF RECORDS:

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided. The Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.17 AUDIT DISALLOWANCES:

If at any time it is determined by the Department that a cost for which payment has been made is a disallowed cost, the Department shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the Department either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

4.18 P.O. CANCELLATION LANGUAGE:

The Department of Materials Management reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

Contractors agree to accept verbal notification of cancellation from the Department of Materials Management with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

4.19 SEVERABILITY:

Any provision of this Contract which is determined to be invalid, void, or illegal shall in no way affect, impair, or invalidate any other provision hereof, and remaining provisions shall remain in full force and effect.

4.20 CONTRACTOR RESPONSIBILITY:

The Contractor will be responsible for any damages whatsoever to County property as applicable when such property is the responsibility or in the custody of the Contractor, his employees or Subcontractors.

4.21 GUARANTEE:

The materials and supplies called for herein shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examination and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

4.22 DELIVERY:

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Special Terms & Conditions. Maricopa County reserves the right to obtain material on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

4.23 PRICE REDUCTIONS:

By submitting a Bid in response to this Invitation for Bids, Contractors agree to guarantee that Maricopa County is receiving the lowest price offered by your company to other customers for similar services at comparable volumes in a similar geographic area. If at any time during the Contract period your company offers a lower price to another customer, notification not be made of price reductions, upon discovery Maricopa County shall reserve the right to take any or all of the following actions:

- 4.23.1 Cancel the Contract, if it is currently in effect.
- 4.23.2 Determine the amount which the County was overcharged and submit a request for payment from the Contractor for that amount.
- 4.23.3 Take the necessary steps to collect any performance surety provided on the applicable contract.

4.24 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.25 SECURITY AND PRIVACY:

The Contractor agrees that none of its officers or employees shall use or reveal any research or statistical information furnished by any person and identifiable to any specific private person for any purpose other than the purpose for which it was obtained. Copies of such information shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial or administrative proceedings, unless ordered by a court of competent jurisdiction. The County shall be notified immediately upon receipt of any such order of court, pertaining to production of such information.

The Contractor shall incorporate the foregoing provisions of this paragraph in all of its authorized subcontracts.

BUNKERS GLASS OF PHOENIX INC COMPANY, 8625 N 27TH AVENUE, PHOENIX AZ 85051

PRICING SHEET C562007, C567001, S017902/B0604581

NIGP CODE 91030

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: _____ YES ☒ NO

ACCEPT PROCUREMENT CARD: ☒ YES _____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ☒ YES _____ NO 1 %

REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: _____ YES ☒ NO _____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES _____ NO

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

ITEM DESCRIPTION	UNIT PRICE
1. SSB	<u>\$.70</u> / SQ. FT
2. SSB OBSCURE	<u>\$1.45</u> / SQ. FT
3. DSB OBSCURE	<u>\$1.60</u> / SQ. FT
4. DSB GRAY OR BRONZE	<u>\$2.00</u> / SQ. FT
5. POLISHED WIRE	<u>\$7.00</u> / SQ. FT
6. OBSCURE WIRE	<u>\$8.09</u> / SQ. FT
7. 3/6" CLEAR PLATE	<u>\$1.60</u> / SQ. FT
8. 3/16" GRAY OR BRONZE PLATE	<u>\$2.10</u> / SQ. FT
9. 1/4" CLEAR PLATE	<u>\$1.85</u> / SQ. FT
10. 1/4" GRAY OR BRONZE PLATE	<u>\$2.18</u> / SQ. FT
11. 1/4" CLEAR LAMINATED (.003)	<u>\$4.14</u> / SQ. FT
12. 3/16" CLEAR LAMINATED	<u>\$4.00</u> / SQ. FT
13. 1/4" GRAY OR BRONZE LAMINATED (.003)	<u>\$4.45</u> / SQ. FT
14. 1/8" PLATE GLASS MIRROR	<u>\$3.99</u> / SQ. FT
15. 1/4" PLATE GLASS MIRROR	<u>\$5.30</u> / SQ. FT
16. 1/8" TEMPERED SAFETY GLASS	<u>\$4.65</u> / SQ. FT
17. 1/4" TEMPERED SAFETY GLASS	<u>\$5.30</u> / SQ. FT
18. 3/16" TEMPERED SAFETY GLASS	<u>\$5.05</u> / SQ. FT

BUNKERS GLASS OF PHOENIX INC COMPANY, 8625 N 27TH AVENUE, PHOENIX AZ 85051

ITEM DESCRIPTION	UNIT PRICE	
19. 1/8" PLEXIGLASS OR EQUIVALENT	<u>\$3.60</u> / SQ. FT	
20. 1/4" PLEXIGLASS OR EQUIVALENT	<u>\$6.00</u> / SQ. FT	
21. 1/4" LAMINATED PLATE GLASS	<u>\$5.53</u> / SQ. FT	
22. 3/16" LAMINATED PLATE GLASS	<u>\$5.13</u> / SQ. FT	
23. LABOR CHARGE, REGULAR HOURS, TO PROVIDE WINDOW/DOOR GLASS REPAIRS (HOURS 8:00 AM - 5:00 P.M., M-F)	\$36.00 per man / PER HOUR	
24. LABOR CHARGE, AFTER HOURS, TO PROVIDE WINDOW/DOOR GLASS EMERGENCY REPAIRS	\$55.00 per man / PER HOUR	
25. "BOARDING UP" IN COMPLIANCE WITH PREVAILING COMMERCIAL PRACTICE (Maricopa County will accept reasonable charges for materials used. Material charges must be stated separately on each invoice)	\$55.00 per man / PER HOUR	
	List hourly rates for each applicable category	Hourly Rates
26. ADDITIONAL CHARGES AS NECESSARY FOR MULTI-STORY BUILDING SURCHARGES SCAFFOLDING, LIFT EQUIPMENT, ETC (attach additional list as needed)	a. <u>Scaffolding</u>	<u>\$ 36.00 per man per hr</u>
	b. <u>Lift Equipment</u>	<u>\$ 36.00 per man per hr</u>
27. Labor, for services outside the scope of this contract:	<u>\$36.00 per man / PER HOUR</u>	
28. For glass and supplies not listed, cost plus:	50%	
29. 1/2" CLEAR LEXAN:	\$20.00/SQ. FT.	

Terms: 1%, 10 or Net 30

Vendor Number: 860973585

Federal Tax ID Number: 86-0973585

Contact Person: Ken Dooley or Tina Pieters

Telephone Number: (602) 242-4565

Fax Number: (602) 995-4171

Contract Period: To cover the period ending May 31, ~~2002~~ **2003 2004.**